CLASS TITLE: SYSTEMS ANALYST

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform independent analyses of small projects composed of easily understood subject areas and relatively few variables and processes; and to do related work as required.
SUPERVISION RECEIVED: Works under the close supervision of a superior from whom are received specific work assignments; work is reviewed in process for conformance to instructions.
SUPERVISION EXERCISED: Usually none. May supervise the work of clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform independent systems and analyses of small projects composed of easily understood subject areas and relatively few variables and processes; or to participate under more intensive supervision of systems and analyses of larger and difficult projects in order to determine the feasibility of converting accounting, payroll, personnel, statistical and other functions to automatic data processing.

According to work assignments; assists in, or prepares, input-output and flow charts to show the sequence of operations and computations; develops forms, card design, machine instructions, block diagrams and computer programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the capabilities, programming techniques and intricacies of the general purpose digital computer and peripheral equipment as applied to small projects composed of easily understood subject areas and relatively few variables and processes; a working knowledge of the principles and methods required to resolve problems of intent, or feasibility of computer processing as applied to such small projects; a familiarity with modern management principles and practices; the ability to apply such knowledges; the ability to communicate effectively with superiors, associates, and departmental personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Public Administration, Mathematics or Industrial Engineering; including or supplemented by completion of basic computer orientation and programming courses; and
Experience: Such as may have been gained through: employment as a Management and Methods Analyst; or in a position of similar level in the analysis of system requirements, or of computer applications, or of basic plans for the processing of data by digital computers.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 28, 1970
Editorial Review: 3-15-2003